

# City of Hartford



## Purchasing Card Program **Pilot Program** Cardholder Manual

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**NOTE:** The information and forms contained in the appendices may be updated from time to time. The latest revisions will always be available on the web at:  
[http://www.hartford.gov/purchasing/P\\_Card.htm](http://www.hartford.gov/purchasing/P_Card.htm)

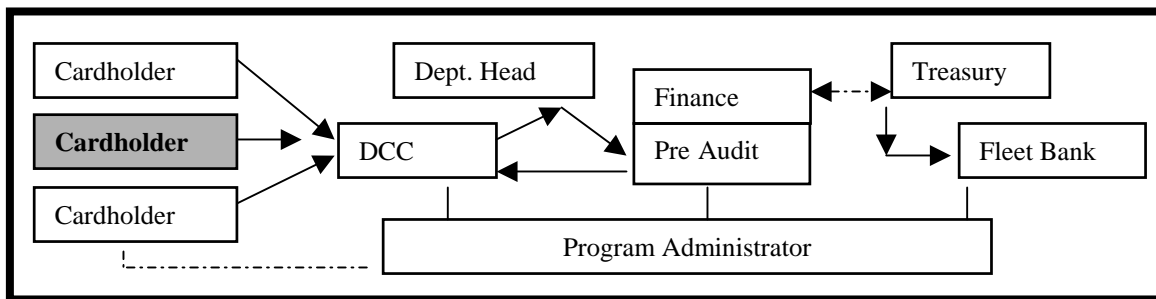
## Overview

The City of Hartford Purchasing Card (PCard) program is a procurement tool that increases efficiency in the purchasing process, reduces administrative costs and improves managerial control. It simplifies the purchasing process for small-dollar items.

The City's PCard is a MasterCard issued by Fleet Bank. When you need job-related merchandise, you can buy it using your PCard. You may use your PCard at stores, by phone, by mail, by fax or over the internet. Any vendor who accepts MasterCard will accept your PCard for payment.

Purchase Orders do not need to be used in conjunction with the PCard. The vendor receives payment from Fleet Bank, and should never issue a billing invoice with an amount due (remaining balance) for your purchase. A detailed receipt is required as supporting documentation for each transaction.

A GRAPHICAL VIEW OF WHERE YOU, THE CARDHOLDER FITS IN THE PCard PROGRAM:



Your daily, weekly and monthly purchasing activity is monitored using an internet-based application called Smart Data Online ("SDOL"), SDOL allows you to run reports and track activity. Other personnel in your department and in the Finance Department can also run reports, track activity, and download purchase data into the City's accounting software.

Please remember that you, the cardholder, are the person responsible for all charges made on the card that bears your name. A commitment of the City of Hartford's funds is made each time the PCard is used for payment.

Although you are responsible for all card purchases, the PCard is a corporate card issued to the City of Hartford. The PCard is property of the City of Hartford, and will have no impact on your personal credit.

## Points-of-Contact

This manual is intended to serve as a comprehensive guide for cardholders. If you have a problem using your card, please consult this manual first. If the manual cannot answer your question you should contact your Department Card Coordinator. Please refer to "Your Card Information," (Appendix C) for your contact person's name and information.

If your Department Card Coordinator cannot answer your question, he/she will refer the matter to the City's Purchasing Card Program Administrator. If you wish to contact the Program Administrator directly, you may use the following contact info:

Program Administrator	Alternate Program Administrator
<p>Livie Spearman Procurement Services, City Hall 550 Main Street Hartford, CT 06103</p> <p>Phone: 860-522-4888 ext 6082 Fax: 860-722-6607</p> <p><a href="mailto:speal001@hartford.gov">mailto:speal001@hartford.gov</a></p>	<p>Susan Sheppard Procurement Services, City Hall 550 Main Street Hartford, CT 06457</p> <p>Phone: 860-522-4888, Extn: 6088 FAX: 860-722-6607</p> <p><a href="mailto:smsheppard@hartford.gov">smsheppard@hartford.gov</a></p>

## Lost or Stolen Cards

It is your responsibility to report lost or stolen cards to Fleet Bank immediately. Call 1-800-332-1914 as soon as you notice that your card is missing. Inform Fleet Bank before you call your Department Card Coordinator to inform him/her that your card is missing. Immediately after call and email your Department Card Coordinator and Program Administrator to inform him/her that your card is missing.

## Card Activity Limits

Every City employee has different purchasing responsibilities and therefore every PCard is configured differently. Each card has been designated with a dollar limit per transaction and per month. Each card is also configured to/not to spend at certain types of vendors.

Refer to “Your Card Information,” given to you when you received your card (example in Appendix C) for your card’s unique limits.

Transactions are blocked at the point-of-sale, which means you can’t make a purchase in violation of your limits. For instance, if your per-transaction limit is \$1000, and you attempt to make a purchase of \$1200, your card will be declined by the vendor.

If you need to make changes to your card restrictions, you may fill out a Cardholder Limit Change Request (Appendix B, page 13) and submit it to your Department Card Coordinator. Do not contact Fleet Bank directly. The Department Card Coordinator and the Program Administrator, (the only person authorized to change card limits) must approve all changes.

## **Taking Care of Your PCard**

Treat the purchasing card just as you would a personal credit card—with care, respect, and confidentiality. Remember that your card is your responsibility: you are the only one who may use your PCard.

The card should be carried in your wallet. Do not leave it in your desk overnight or weekends. Do not display the account number in an obvious place. Give the card number or expiration date only to vendors. **Do not loan the card to anyone for any reason.**

When your card is about to expire, Fleet Bank will automatically mail the City a replacement card. You must submit your old card to the Program Administrator, who will destroy it, in order to receive the replacement card.

The PCard must be returned to the Program Administrator immediately upon request. The card must also be turned in when you stop working for the City of Hartford—retirement, dismissal, resignation, etc.—or when you transfer to a new job description within the City of Hartford. If you are going to be on sick leave for an extended period of time, contact your Department Card Coordinator.

### **—IMPORTANT—**

**If your PCard is lost or stolen, it is your responsibility to notify Fleet Bank at 1-800-332-1914 IMMEDIATELY.**

## Purchasing Guidelines

The PCard automates the authorization process for small purchases and gives purchasing control directly to you, the cardholder. While this contributes to efficiency, it also requires you to be familiar with some basic purchasing guidelines.

The following guidelines have been adapted specifically for the PCard, and should not be construed to govern non PCard purchases. If you have any questions about purchasing, please contact the Procurement Office at 860.522.4888 ext.6074.

- 1) The PCard is only to be used for job-related purchases. Personal items must never be purchased using the PCard.
- 2) You are expected to make reasonable effort to find the best price for any item less than your maximum dollars-per-transaction limit, **remembering that you can't exceed your department budget** (check with your DCC for available funds) or per-transaction dollar limit.
- 3) **Exception to guideline #2:** Items under State or City contract must be purchased in accordance with the relevant contract; using the contracted vendor, at the contract price.

Current City contracts can be viewed on the website at:  
<http://www.hartford.gov/purchasing/TermContractList/>.

Current State contracts can be viewed at:  
<http://www.das.state.ct.us/muopp.htm>, or use the link on the City's website.

- 4) Purchases may never be split into multiple parts in order to circumvent limits on your PCard. If your maximum dollars-per-transaction limit is \$2500, you may not purchase an item priced at \$2700 in two installments of \$1350.
- 5) The total value of your purchase must be paid up front. You may not use your PCard for a deposit that will obligate the City to subsequent payments for the same item (e.g. maintenance agreements).
- 6) You are never to use your PCard may for the following items:
  - Alcoholic beverages
  - Automotive gasoline (except when out-of-state)
  - Tobacco products
  - Financial services, including ATM/cash machine access
  - Adult products and services

Any vendor who currently accepts MasterCard can accept your PCard. You might, however, occasionally attempt to make a purchase only to find that the

vendor does not accept MasterCard. In that case, you may provide the vendor's name and address to the Program Administrator, who will ask the Fleet Bank Merchant Services Group to work with the vendor to accept MasterCard.

## How to Make Purchases Using Your PCard

The PCard may be used to purchase approved merchandise and/or services at a place of business, by phone, by mail, by fax, or on the Internet. Be sure to use proper discretion in releasing the card number and expiration date over the phone, mail, fax, or the Internet. Do not allow a merchant to keep your card number "on file."

Please refer to the following steps when making purchases:

1. **Identify need and PCard applicability.** Just as you would for any regular purchase, determine your need for merchandise. Before using the PCard, ensure that the purchase is appropriate to the card by consulting the "Proper Purchasing Guidelines" on page 4 of this manual.
2. **Determine contract applicability.** If the item you need is available on State or City contract, your order must be placed with the contracted vendor. If you are unsure whether or not your item is available on contract, call the Purchasing Office at 522.4888 ext. 6082.
3. **Place your order.** Inform the vendor that you are an employee of Hartford City / Public Schools making a purchase with your purchasing card.

Please note that the City does not pay sales tax. Emphasize to the vendor that your purchase is tax-exempt. If the vendor requests it, the City's tax-exempt number is printed on your card. **PCard transactions should never include sales tax.** Ask to have a store manager intercede if a store clerk insists on charging tax. Do not leave the store if you have been charged a tax as you will be responsible for obtaining credit or paying any tax charged to the City. Any cardholder using the card for travel related expenses, please refer to documented travel policy.

If ordering by phone, fax, or the Internet, inform the vendor that the address label or packing slip that accompanies the package must include your name and your department and/or division. Request that the card number **not** be printed on any package documentation. The packing slip can be utilized as purchase documentation. See step #4 below for more information on purchase documentation. Under no circumstances should your PCard number or expiration date appear on the address label.

Inform the vendor **not** to send an invoice to your department or to the Finance office. Submitting an invoice for a PCard transaction may result in a duplicate

payment. (is there a process in place to ensure duplicate payments are not made in the event the vendor does send an invoice to the City?)

4. **Retain documentation.** Documentary proof of purchase must be retained for every transaction made on the card. These documents must support the business purpose of each transaction. Acceptable documents include itemized receipts, online screen prints, packing slips with itemized pricing information, and order/application forms. These receipts must include a description of your whole purchase, broken down by line item. **Non-itemized or incomplete receipts are unacceptable.**

If you are purchasing from a **website or online source**, be sure to print out the screen that includes a confirmation of your transaction.

If you receive a two-part receipt—one with card numbers and another describing your purchase—staple the two together, and treat them as one receipt.

It is important for you to mark on your receipts, in ballpoint pen, where and how the items you purchased were used. Your Department Card Coordinator will need this information to assign the cost of your purchase to the proper department budgetary account.

5. **Confirm receipt of your item.** Inspect the shipment when it is received or picked up. If an item needs to be returned, it is the cardholder's responsibility to coordinate the return directly with the vendor. If an item arrives damaged, or if you receive an item other than what you ordered, treat it as a return. If the vendor refuses to replace your item, treat it as a disputed transaction. If you need the original receipt for any stage of this process ask your Department Card Coordinator to request it from Pre-Audit. If a receipt needs to be requested from Pre-Audit, please allow \_\_\_\_ number of days to receive.

#### **6. Reconcile your account.**

Your responsibility is to review your purchase and return transactions no later than the Friday following your purchase. This will allow you and your Department Card Coordinator to detect billing discrepancies and other irregularities as soon as they arise. Billing discrepancies occur when ordered merchandise fails to arrive, when an order is filled incorrectly, or when a vendor refuses to accept a return. Follow the daily, weekly procedures described below.

#### **Daily Procedures**

Place receipts and applicable documentation inside the "Receipt" Envelope you have been provided.



### Weekly Procedures

**If you have access to the internet** Log onto the SDOL system every Friday and access your transactions under the Financial tab. Compare your purchase receipts to the transactions listed and check the cardholder reviewed flag. Print a copy of your Cost Allocation Detail report and sign or initial the report. Forward a copy of your Cost Allocation Detail report with the corresponding receipts attached to your Department Card Coordinator. If you identify discrepancies with your transactions posted on SDOL, you must also follow the instructions under the “Disputed Items and Fraud” sections. Transactions identified as fraudulent must be reported immediately.

**If you do not have internet access** every Friday ask your Department Card Coordinator to print your Cost Allocation Detail report for you. Compare your purchase receipts to the “Cost Allocation Detail Report”. If all transactions are correct, sign your statement. Forward a copy of your Cost Allocation Detail report with the corresponding receipts attached to your Department Card Coordinator. If you identify discrepancies on your Cost Allocation Detail report, you must also follow the instructions under the “Disputed Items and Fraud” sections. Transactions identified as fraudulent must be reported immediately.

**Note:** Purchases>Returns made at the end of the week may be pending and thus may not appear on your Cost Allocation Detail Report at the end of the week. Do not report missing transactions as disputed items unless they do not appear the following week.

In the case of credits and returned items (see below), you must still turn in a receipt. Inform the Department Card Coordinator that the receipt you are submitting is for a returned item. If you have not turned in the original receipt, attach the credit/return receipt to it. Otherwise indicate on the credit receipt the date of the original purchase.

### **Credits and Returned Items**

You may need to return items that you have purchased with the PCard. You will need your original receipt to make the return – if you have turned it in already, ask your Department Card Coordinator to requested the receipt from Pre-Audit. The vendor will issue a credit back to the PCard for the same amount as the original purchase. All credits requested for a transaction made with the PCard, **must be credited back to the PCard**. Be sure to obtain a receipt for the credit—you must submit it to your Department Card Coordinator with the original receipt just like any other purchase documentation.

## Disputed Items

A disputed item occurs when the City is billed incorrectly for a transaction. Disputes can take many forms — duplicate billings, incorrect billings, unauthorized transactions, etc.

As a Cardholder you are responsible for taking the first step when merchandise fails to meet expectations or doesn't arrive by contacting the vendor to try to resolve the situation. Only after a concerted effort on the City's part to resolve the matter without acceptable resolution will a formal dispute with the bank get initiated.

Your Department Card Coordinator — as he/she records and reconciles your transactions — is responsible for backing you up in detecting billing disputes. Your responsibility is to submit all of your transaction receipts in a timely fashion.

Follow these steps to file a dispute, if you cannot resolve a issue directly with the vendor:

- On SDOL, access the disputed transaction from the Financial Tab. Click on the Detail button to the left of the transaction. Under Other Information section, obtain the Merchant Reference number – this screen should be printed. If access to SDOL is not available, have your Department Card Coordinator access the transaction and print the screen for you.
- Complete the Transaction Dispute/Retrieval Form. The form is available on-line at [http://www.hartford.gov/purchasing/P\\_Card.htm](http://www.hartford.gov/purchasing/P_Card.htm). It is important that ALL information on the form is completed.
- Write down a brief account of the steps you have taken to resolve the dispute; (Is there a separate sheet you want them to complete for the City's records, as there is no place for this information on the Transaction Dispute/Retrieval form?)
- Forward a copy of the Transaction Dispute/Retrieval Form", your transaction screen print, receipts and any other applicable documentation to the Department Card Coordinator along with the account of the steps you have taken to resolve the dispute.

The Department Card Coordinator will flag the transaction as disputed on SDOL and forward your documentation to the Program Administrator.

## Fraudulent Activity

Report any suspected fraud (e.g., unauthorized transactions) to Fleet Bank immediately. Then, immediately contact your Department Card Coordinator and the Program Card Coordinator via phone and by email. Follow the steps identified under Disputed Items section above.

## Compliance

The City expects and believes that you will use your Pcard -in accordance with the policies and procedures that have been reviewed and provided. To avoid disciplinary action, obey all of the policies discussed in this manual, as well as policies, guidelines, or instructions circulated by the Program Administrator or your Department Card Coordinator.

The City retains the ability to discipline cardholders for violations of Pcard policy. Violations of the guidelines described in this manual are considered violations of Pcard policy.

Consequences of violating policies included in this manual and procurement ordinances in general include:

- (1) Expenditures and obligations may be voided unless approved by the Finance Director and the Purchasing Agent.?
- (2) Employees who make or authorize purchases which violate policies or ordinances will be liable to the City for the full amount paid and
- (3) A Public Official or Employee of the City who knowingly incurs any obligation or authorizes any expenditure in violation of policies included in this manual, and procurement ordinances in general, will be subject to disciplinary action up to and including termination of City employment. Examples of disciplinary action include suspension or revocation of your card privileges, mandatory retraining, or probationary status. The City also retains the right to revoke or cancel the card at any time for any or no reason.

In addition to being reviewed by your Department Card Coordinator and Department Director, your card transactions will be audited by both City Hall staff and independent auditors.

If the guidelines in this manual are in any way problematic or unclear, please contact the Program Administrator for clarification. The City anticipates never having to discipline any cardholder in connection with Pcard activity.

**NOTE:** The information and forms contained in these appendices may be updated from time to time. The latest revisions will always be available on the web at: [http://www.hartford.gov/purchasing/P\\_Card.htm](http://www.hartford.gov/purchasing/P_Card.htm)

## Appendix A – PCard Responsibilities

### Responsibilities of the Cardholder

- Use the PCard to purchase in accordance with policies articulated in the Cardholder Manual, Program Manual, and other materials circulated by the Program Administrator and his/her Department Card Coordinator (DCC);
- Ensure that you have enough money in an appropriate department account before you make a purchase. In most cases this means checking with your DCC;
- Ensure receipt of merchandise; follow up with vendors to resolve problems and arrange for returns, credits, etc;
- Notify your DCC if any vendor issues cannot be resolved;
- **Keep** itemized receipts **and** other itemized supporting documentation for each Pcard transaction;
- Submit itemized receipts that are complete, accurate, and all-inclusive with any supporting documentation for each transaction to your DCC at least weekly;
- Note on the receipt what the item is for / where it was used;
- Detect discrepancies and dispute inaccurate transaction billings;
- Report disputed items to your Department Card Coordinator;
- Safeguard your card (card number and expiration date) at all times;
- Be responsible for all purchases made with the PCard that displays your name;
- Obtain credit for, or repay, improper charges;
- Report lost or stolen cards to Fleet Bank immediately (1-800-332-1914);
- Participate in focus and discussion groups with the Program Administrator.

### Responsibilities of the Departmental Card Coordinator (DCC)

- Receive cardholder receipts and documentation based on the processing schedule;
- Review receipts and supporting documentation ensuring that items are clearly identified, appropriate and in keeping with procurement guidelines;
- Assign expenditure accounts to each transaction based on the Processing Schedule;
- Use Smart Data Online (SDOL) to edit transactions — assign expenditure accounts, add descriptions, split transactions, etc.—on an ongoing basis;
- Reconcile Smart Data Online printout to cardholder receipts that have been turned in;
- Detect discrepancies and dispute inaccurate transaction billings;
- Report questionable activity to the Program Administrator;
- Participate in focus and discussion groups with the Program Administrator.

**Responsibilities of the Department Head/Director or designee**

- Periodically review card activity documentation compiled by the Department Card Coordinator for appropriate use of department budgetary funds;
- Maintain departmental policies regarding PCard use (as necessary) and inform the Program Administrator of these policies;
- Designate an individual to assume responsibility for the timely processing of Pcard transactions (Department Card Coordinator). Ensuring that there is back up staff in the event of Department Card Coordinator absence;
- Work with the Program Administrator to create and maintain a reporting hierarchy for the department;
- Receive and approve/deny employee applications to hold a PCard;
- Work with the Program Administrator to set spending limits for cardholders and the department;
- Report questionable activity to the Program Administrator;
- Participate in focus and discussion groups with the Program Administrator.

**Responsibilities of the Finance Department, Pre-Audit Division**

- Receive, review, and file receipt packets and supporting reports;
- Review department-approved transactions for appropriate allocation and sufficient cash-in-fund;
- Review card activity documentation—including Smart Data Online printouts, statements, and receipts—for propriety;
- Work with the Program Administrator to set spending limits for cardholders and the department;
- Reconcile Smart Data Online printout to applicable billing statement at the end of each billing cycle;
- Generate export files from SDOL as required;

**Responsibilities of the Treasurer's Department**

- Monitor cash flow requirements on a weekly basis using summary transaction data accumulated through Smart Data Online (SDOL).
- Transfer funds sufficient to meet the City's obligation into the DDA set up for Fleet Bank, within 15 business days of the end of the monthly cycle.
- Reimburse Fleet Bank for the City's total card activity every cycle.

**Responsibilities of the Procurement Services**

- Use Smart Data Online to conduct visual audits and review transactions for compliance with purchasing and PCard guidelines
- Review card activity for propriety
- Manage PCard vendor relationships

**Responsibilities of the Program Administrator**

- Create and maintain a Citywide reporting hierarchy;
- Receive and approve/deny employee applications to hold a P-Card;
- Process changes to spending limits and MCC's as required
- Receive allegations of non-compliance and take further action as necessary;
- Run exception reports to discover unallocated transactions at a minimum Friday afternoons. Contact DCC's who have unallocated transactions. Re-run the report prior to extracting SDOL data on Mondays;
- Receive exception reports from Fleet Bank's fraud department and take further action as necessary;
- Organize and track disputed-item claims;
- Hold focus and discussion groups to communicate with departmental managers, staff, and cardholders;
- Review P-Card usage policies for effectiveness and make revisions as necessary;
- Maintain files as directed in the Program Manual;
- Develop and conduct Cardholder and Departmental Training sessions;
- Coordinate staff efforts in the Finance and Purchasing Departments;
- Main contact for Fleet Bank.

## Appendix B - Cardholder Limit Change Request

### Cardholder Limit Change Request

To be completed by the cardholder	
Name:	
Department:	
Last 4 digits of card number:	

	Old Value(s)	New Value(s)
1. Dollars per Transaction		
2. Dollars per Month		
3. Include MCCs		
4. Exclude MCCs		

Reason for Change:

We believe that this change request is appropriate to the cardholder's job-related duties, and that changing the limits indicated above will enable the cardholder to make better use of the PCard in his/her duties.

Cardholder Signature and Date:

Department Card Coordinator Signature and Date:

Senior Department Card Coordinator Signature and Date: (if applicable)

Department Director Signature and Date:

Finance Department Signature and Date:

Program Administrator Signature and Date:

**Program Administrator will complete the "Cardholder Miscellaneous Maintenance form based on this information and forward to Fleet Bank**

## Appendix C - Your Card Information



### Purchasing Card Program Your Card Information

Cardholder Information (as provided on application)					
Name					
Department					
Phone		Ext.		Fax	
Email:					
Card Information & Limits					
Last 4 digits of card number:					
Dollars-per-transaction limit:		\$2500.00			
Dollars-per-month limit:		\$5000.00			
Contact Info for Your Department					
Immediately after making a purchase, submit your receipts to:					
Name					
Address					
Phone		Ext		Fax	
Email:					
Program Administrator Contact Info					
Name		Livie Spearman			
Address		Procurement Services, City Hall 550 Main Street, Room 100			
Phone	860-522-4888	Ext	6070	Fax	860-722-6607
Email: SPEAL001@hartfordschools.org					
Fleet Bank Contact Info					
Customer Service (balance inquiry, authorization declines)				1-800-332-1914	
Lost or Stolen Cards				1-800-332-1914	
Card Activation				1-800-519-1195	



## Appendix F– Processing Schedule

Calendar Dates		Transaction Posting Dates used on SDOL Cost Allocation Detail Report (with supporting receipts)		Cardholder Receipts and Account Summary and SDOL Due to DCC	DCC Receipt Review and SDOL Cost Allocation Completed by 12:00 p.m.	Pre-Audit Download from SDOL, GL Validation, and load to SmartStream after 12:00 p.m.
From	Through	From	Through			
4/1/04	4/9/04	4/1/04	4/7/04	4/8/04	4/12/04	4/12/04
4/10/04	4/16/04	4/9/04	4/15/04	4/16/04	4/19/04	4/19/04
4/17/04	4/23/04	4/16/04	4/22/04	4/23/04	4/26/04	4/26/04
4/24/04	4/30/04	4/23/04	4/29/04	4/30/04	5/3/04	5/3/04
5/1/04	5/7/04	4/30/04	5/6/04	5/7/04	5/10/04	5/10/04
5/8/04	5/14/04	5/7/04	5/13/04	5/14/04	5/17/04	5/17/04
5/15/04	5/21/04	5/14/04	5/20/04	5/21/04	5/24/04	5/24/04
5/22/04	5/28/04	5/21/04	5/27/04	5/28/04	6/1/04	6/1/04
5/29/04	6/4/04	5/28/04	6/3/04	6/4/04	6/7/04	6/7/04
6/5/04	6/11/04	6/4/04	6/10/04	6/11/04	6/14/04	6/14/04
6/12/04	6/18/04	6/11/04	6/17/04	6/18/04	6/21/04	6/21/04
6/19/04	6/25/04	6/18/04	6/24/04	6/25/04	6/28/04	6/28/04
6/26/04	7/2/04	6/25/04	7/1/04	7/2/04	7/6/04	7/6/04
7/3/04	7/9/04	7/2/04	7/8/04	7/9/04	7/12/04	7/12/04
7/10/04	7/16/04	7/9/04	7/15/04	7/16/04	7/19/04	7/19/04
7/17/04	7/23/04	7/16/04	7/22/04	7/23/04	7/26/04	7/26/04
7/24/04	7/30/04	7/23/04	7/29/04	7/30/04	8/2/04	8/2/04
7/31/04	8/6/04	7/30/04	8/5/04	8/6/04	8/9/04	8/9/04
8/7/04	8/13/04	8/6/04	8/12/04	8/13/04	8/16/04	8/16/04
8/14/04	8/20/04	8/13/04	8/19/04	8/20/04	8/23/04	8/23/04
8/21/04	8/27/04	8/20/04	8/26/04	8/27/04	8/30/04	8/30/04
8/28/04	9/3/04	8/27/04	9/2/04	9/3/04	9/7/04	9/7/04
9/4/04	9/10/04	9/3/04	9/9/04	9/10/04	9/13/04	9/13/04
9/11/04	9/17/04	9/10/04	9/16/04	9/17/04	9/20/04	9/20/04
9/18/04	9/24/04	9/17/04	9/23/04	9/24/04	9/27/04	9/27/04
9/25/04	10/1/04	9/24/04	9/30/04	10/1/04	10/4/04	10/4/04
10/2/04	10/8/04	10/1/04	10/7/04	10/8/04	10/12/04	10/12/04
10/9/04	10/15/04	10/8/04	10/14/04	10/15/04	10/18/04	10/18/04
10/16/04	10/22/04	10/15/04	10/21/04	10/22/04	10/25/04	10/25/04
10/23/04	10/29/04	10/22/04	10/28/04	10/29/04	11/1/04	11/1/04
10/30/04	11/5/04	10/29/04	11/4/04	11/5/04	11/8/04	11/8/04
11/6/04	11/12/04	11/5/04	11/11/04	11/12/04	11/15/04	11/15/04
11/13/04	11/19/04	11/12/04	11/18/04	11/19/04	11/22/04	11/22/04
11/20/04	11/26/04	11/19/04	11/25/04	11/24/04	11/29/04	11/29/04
11/27/04	12/3/04	11/26/04	12/2/04	12/3/04	12/6/04	12/6/04
12/4/04	12/10/04	12/3/04	12/9/04	12/10/04	12/13/04	12/13/04
12/11/04	12/17/04	12/10/04	12/16/04	12/17/04	12/20/04	12/20/04
12/18/04	12/24/04	12/17/04	12/23/04	12/23/04	12/27/04	12/27/04
12/25/04	12/31/04	12/24/04	12/30/04	12/30/04	1/3/05	1/3/05
1/1/05	1/7/05	12/31/04	1/6/05	1/7/05	1/10/05	1/10/05